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Norlha Engineering and Management Consultancy
Thimphu: Bhutan

Post Box No.1667

NEMC/Con/2022/ 32

16th August 2022

Mrs. Leki Choden,
Assistant Information and Media Officer
Department of Information and Media
Ministry of Information and Communications
Thimphu, Bhutan

Subject: Request for bill settlement for undertaking study on development of creative industry roadmap

Dear Madam,

This is with reference to the meeting held for settlement of the payment for the creative industry roadmap study held on 10th August 2022. The details are as shown below.

As per contract	Bill claimed	Amount paid	Supposed to have paid	Remarks
20% payment after inception report	178,900	178,900	178,900	Treated as advance without 2% TDS deduction
80% balance after submission of final report	715,600	450,828	608,260	715,600 was treated as total amount from the final bill*
Total	894,500	629,728	787,160	
Less 2% TDS	(17,890)			Total 2% TDS to be deducted
10% Security retained	(89,450)			To be paid at the end of liability period

*Nu.715,600 which was put up as remaining 80% of the payment was submitted as final bill from the contract amount of Nu. 894,500 but was treated as total contract amount while passing the bill from the accounts. This was done because Nu.178,900 was treated as advance and not as actual part payment. So, from the final bill amount of Nu.715,600, again 20% (Nu.178,900) was deducted along with 2% TDS of Nu. 14,312 on Nu.715,600 and 10% security from Nu.715,600. Thus, landed up paying Nu.450,828 as the final payment. In actual case, we should have got Nu.608,260 instead of Nu. 450,828, if the accounts have taken Nu. 894,500 as total contract price (true as per the contract amount).

Therefore, we would like to request to release additional amount of Nu. 178,900 which was deducted twice and make the actual additional payment of Nu.157,432.

For reference, same thing is reflected in the minutes of the meeting attached.

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Thanking you,

Yours Sincerely

Yeshi Dorji
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